

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST	2. AGENCY	3a. POSITION NO.
Tanzania	USAID	50004679, 9122-12
3b. SUBJECT TO IDENTICAL POSITIONS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		
50004680/9122-13, 50004681/9122-14		

4. REASON FOR SUBMISSION
<input type="checkbox"/> a. Reclassification of duties: This position replaces <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Position No.: _____ Title: _____ Series: _____ Grade: _____ </div> <input checked="" type="checkbox"/> b. New Position <input checked="" type="checkbox"/> c. Other (explain):

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority:	Acquisition and Assistance Specialist (Entry Level), FSN-0810	9	Sherri Fennell	Digitally signed by Sherri Fennell Date: 2019.10.03 10:46:50 -04'00'
b. Other:				
c. Proposed by Initiating Office:				

6. POST TITLE POSITION (if different from official title) Acquisition and Assistance Specialist	7. NAME OF EMPLOYEE
8. OFFICE/SECTION: Regional/Mission Office of Acquisition and Assistance b. Second Subdivision:	a. First Subdivision: c. Third Subdivision:

APPROVALS AND SIGNATURES SECTION			
9. This is a complete and accurate description of the duties and responsibilities of my position.	10. This is a complete and accurate description of the duties and responsibilities of this position. Dennis Foster Supervisory Contracting Officer		
Typed Name and Signature of EMPLOYEE Date (mm-dd-yy)	Typed Name and Signature of SUPERVISOR Date (mm-dd-yy)		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. NB: Prior to issuing a solicitation, the Mission must determine that at the end of training, a need for the full performance level position is anticipated.	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. Timothy Pruett, Supervisory Executive Officer		
Typed Name and Signature of OFFICE CHIEF or MISSION DIRECTOR Date (mm-dd-yy)	Typed Name and Signature of Executive Officer Date (mm-dd-yy)		

13. BASIC FUNCTION OF POSITION

The Acquisition and Assistance Specialist (Entry Level/EL) is located in the Regional/Mission Office of Acquisition and Assistance. The function of the Office is to provide Acquisition and Assistance (A&A) support to Technical Offices and Development Objective (DO) Teams in the Mission, and in any Offices that may be supported by the Mission. The primary purpose of this position is to support the cognizant Mission Contracting/Agreement Officer, by performing a variety of A&A duties including, writing grants, cooperative agreements, contracts, and other procurement instruments, and preparing amendments/modifications to such instruments in support of the Mission. The Specialist reviews and recommends approval or revision of requisitions in the Global Acquisition and Assistance System (GLAAS); reviews and recommends approval or revision of statements of work (SOW); drafts A&A solicitation documents; performs cost and price analysis; analyzes A&A offers or applications received; drafts A&A award instruments and modifications; analyzes budgets; recommends special A&A award requirements; writes memoranda of negotiation; and, prepares other required documentation. The Specialist maintains up-to-date A&A files and records, manages Contractor Performance Assessment Reports (CPARs), and supports award closeout. The Specialist provides guidance to supported Teams related to A&A award modifications. The Specialist is responsible for carrying out day-to-day activities under the mentorship of more senior Office employees.

This is a Standard Position Description covering A&A Ladder positions worldwide. Contract “ladder” awards are typically made at a level below the full performance level, where the selected CCNPSC demonstrates high potential to achieve the full performance grade level, but cannot meet the full training and/or experience requirements of the full-performance position description at the time of award. The following Major Duties and Responsibilities are representative of the occupation and not a specific description of any one job.

14. MAJOR DUTIES AND RESPONSIBILITIES**% OF TIME**

- a. The Specialist (Entry Level/EL) is responsible for providing basic acquisition and assistance (A&A) support to Mission Technical Offices, DO Teams, and any designated regional clients. USAID programs/projects/activities are diverse and multi-sectoral. These programs/projects/activities are implemented through complex A&A mechanisms, including but not limited to purchase orders, competitively negotiated contracts, task orders, cooperative agreements, Inter Agency Agreements (IAA), and sole source or limited competition awards, requiring the Specialist to become familiar with the full range of USAID instruments. Assignments are designed to provide diversified experience as a foundation for future responsibility. The Specialist performs complete A&A transactions for activities involving few complexities. The Specialist is eligible for temporary duty (TDY) travel to the US, or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.
- b. The Specialist (EL) is assigned work in such a manner as to enhance the knowledge and skills of the individual to work independently in the selection of the appropriate A&A instrument types to meet the Mission's needs, and to accurately apply United States Government (USG) A&A laws, regulations, policies, and procedures governing each type of instrument. The developmental nature of the assignments provides exposure to the acquisition of goods and various types of services. The Specialist will become equally familiar with the procedures for acquisition of goods, for managing personal services and non-personal services contracting actions, and managing and awarding assistance agreements.
- c. The Specialist (EL) performs assignments under the guidance of higher-level Specialists/Officers, and with technical specialists/activity managers in DO Teams throughout the Mission and/or the Region, assisting in the preparation of annual A&A plans, clear and concise statements of work/statements of objectives/program descriptions, and supporting documentation. The Specialist will develop the ability to provide well supported guidance to technical specialists/activity managers pertaining to their A&A-related responsibilities and procedures.

Specific developmental duties include:

i. Pre-Award Duties: The Specialist participates in meetings on A&A planning; collects and analyzes data, and prepares and updates tracking tools in order to monitor pending actions; works with clients to assist in the preparation of justifications, waivers, deviations, and other necessary approvals, as needed; and, reviews GLAAS Requisitions (REQs) for completeness and clarity before endorsing them to higher-level Specialists/Officers. The Specialist prepares solicitation documents in GLAAS, and electronically posts solicitations; and, works with higher-level Specialists/Officers to ensure compliance with FAR and AIDAR publicizing requirements, including publication of synopses and solicitations, as prescribed. The Specialist works with higher-level Specialists/Officers to prepare Requests for Proposal and Notices of Funding Opportunities. The Specialist assists higher-level Specialists/Officers in pre-award activities for competitive solicitations, and with pre-award assessment surveys of potential contractors or recipients, in order to ensure eligibility prior to an award being made. The Specialist directly performs simple procurement actions for supplies or services below the simplified acquisition threshold (SAT) that require limited use of negotiation techniques and analysis.

ii. Post-Award Duties: The Specialist assists higher-level Specialists/Officers in monitoring performance as required by the terms and conditions of the award, through reviews of performance and reviews of financial reports. The Specialist administers the awards in the assigned developmental portfolio, monitoring funding levels and preparing incremental funding modifications; and, under the guidance of higher-level Specialists/Officers, works with CO/AO Teams/CORs/AORs to assure targets/milestones are set and being met (or that remedial action is taken), and that the overall goals of the program/project/activity are met. As assigned, the Specialist conducts site visits and attends meetings. The Specialist provides guidance to technical personnel, and assists in programmatic duties as required to avoid contractual/legal improprieties, seeking guidance from higher-level Specialists/Officers as required. The Specialist assists in researching and resolving issues that may arise during contract performance, including changes, work stoppages, disputes, implementation problems, defaults, cost overruns, unacceptable performance, and payment problems.

iii. Award Closeout: The Specialist assists in the closeout process for acquisition and assistance awards (i.e., contracts, task orders, grants, cooperative agreements) after completion. These include ensuring contract audits are conducted in a timely manner, preparing performance documentation, and resolving outstanding issues noted in audits.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education: Possession of a Baccalaureate Degree or the equivalent of a four-year US college/university (or equivalency accreditation if a non-US institution) degree is required. *Note: Additional education will NOT be substituted for Experience.*

b. Prior Work Experience: A minimum of three years of progressively responsible experience in acquisition and assistance, development assistance, or a position that requires closely related skills, such as program management, law, or financial management, is required. One year of this experience must have been gained working in a position equivalent to no less than the next lower level of FSN responsibility in this or an occupation that requires similar skills, within a USG organization, the Host Government, the private sector, or within an international or donor organization. *Note: Additional experience will NOT be substituted for Education.*

c. Post Entry Training: There are no specific pre-entry training requirements for this entry level position. The Specialist will be provided formal and/or on-the-job training in the ADS, FAR, AIDAR, other CFR, and Mission and Office operating and administrative procedures. Training covering Assistance, Simplified Acquisition, and other formal and/or on-the-job training, as considered appropriate, will be provided based on availability of course offerings, and availability of funds. The Specialist will have a formal Individual Learning and Training Plan (ILTP) of courses leading to successful completion of Federal Acquisition Certification in Contracting (FAC-C) Level I. At a minimum, the ILTP must include all of the online courses required for FAC-C level I certification, USAID Essential Elements in Assistance, and CON 237 Simplified Acquisition Procedures (SAP) or the equivalent. It is not expected that FAC-C Level I certification will be obtained at the FSN-09 level, only that the required training has been completed in accordance with the ILTP.

d. Language Proficiency: ADS 438 and Interagency Language Roundtable (ILR) Level 4 (advanced professional proficiency, speaking and reading; see <https://www.govtilr.org/>) English and local language proficiency (if appropriate), both oral and written, is required.

e. Job Knowledge: Knowledge of public and/or private-sector business processes, or the ability to quickly gain such knowledge, is required. An understanding of USG A&A regulations and policies, and/or knowledge and understanding of how to execute and administer a complex acquisition and assistance portfolio, and/or the ability to quickly gain such understanding, is required, particularly as it relates to acquisition through methods of negotiation, sealed bidding, simplified acquisition procedures, and that result in standard and established contract types.

f. Skills and Abilities: The ability to plan and administer simple A&A activities, and provide A&A support for Agency programs and projects in a timely manner, is required. The ability to apply contracting and assistance regulations, procedures, and policies to acquisition and assistance programs involving few complexities, is required. Skill in solving practical problems relating to A&A is required. An ability to deal effectively with mid- to high-level representatives of the US, local, and regional business community, and with colleagues in USAID Missions and/or host governments throughout the region, is required. Skill in the use of most elements of the Microsoft Office suite is required. Good analytical, negotiating, and time management skills, along with strong proofreading skills and attention to detail, are required. The ability to work calmly, tactfully, and effectively under pressure is essential, as well as the ability to maintain strict CONFIDENTIALITY, and meet all STANDARDS OF CONDUCT/ETHICS STANDARDS in accordance with US law throughout all phases of the A&A process, is required.

16. POSITION ELEMENTS

a. Supervision Received: The Acquisition and Assistance Specialist works under the general supervision of the CO/AO or a higher-level Acquisition and Assistance Specialist, who makes assignments with general instructions about what is to be done, time frames, and priorities, including discussing anticipated problems. When aspects of the work are new or unusual, the Supervisor specifies sources of information or precedents. The Specialist will independently initiate necessary coordination with requesting Mission Contracting Officer and/or Agreement Officer Representatives (CORs/AORs), technical offices, Office of Financial Management (OFM), and DO Teams, providing basic policy guidance on how to best fulfill requirements, but must obtain advice from the supervisor or senior specialist about unanticipated problems. The Specialist will keep the higher-level Specialist/Officer, and/or the CO/AO, updated through status reports and verbal briefings. The supervisor or a higher grade contract specialist monitors the work in progress, and reviews the recommendations made by the Specialist to ensure that adequate analysis has been made, and that the recommendations are supported by sound judgment and adequate justification.

b. Supervision Exercised: This is a non-supervisory position.

c. Available Guidelines: At this level the Specialist will be introduced to the Federal Acquisition Regulations (FAR), USAID Acquisition Regulations (AIDAR), 2 CFR 200 and 700, the Automated Directives System (ADS), USAID policies, US Department of State Standardized Regulations (DSSR), Federal Travel Regulations (FTR), Mission Orders, etc. Guidelines often are not directly applicable to the task at hand, and the Specialist will use limited judgment in their application, requesting guidance in cases where the Specialist has not used the particular guideline in the past.

d. Exercise of Judgment: The Specialist will exercise limited judgment in handling pre-award and post-award actions, when advising CORs/AORs and Mission staff, and when interacting with Implementing Partners (IPs) to resolve issues arising during program/project/activity implementation. The Specialist must apply good judgment in dealing with visitors and callers; in the analysis of cost, financial, and other characteristics of prospective contractors and recipients; and, in deciding what questions need to be asked of client Mission representatives and

potential contractors/recipients, to ensure A&A objectives are achieved. The Specialist uses judgment in recommending among authorized A&A methods and techniques, and in the application of regulations and procedures. The supervisor is consulted when guidelines are not directly applicable or deviations are proposed.

e. Authority to Make Commitments: At this level, the Specialist will primarily participate in discussions and negotiations with potential contractors and grantees to reach agreement on statements of work/program descriptions and budgets, under the guidance of a higher-level Specialist/CO/AO. The Specialist may be delegated the authority to conclude negotiations and to structure the final terms and conditions of less-complex USAID acquisition and assistance awards. The agreements will be reviewed by a higher-level Specialist or CO/AO, and approved and signed by a warranted CO/AO, in order to obligate funds. The Specialist is not authorized to make formal commitments.

f. Nature, Level, and Purpose of Contacts: The Specialist is in daily contact with staff throughout the Mission, IPs, potential IPs, visitors, and mid-level officials from both the public and private sectors in order to exchange and/or collect information, and to provide advice relating to program implementation.

g. Time Expected to Reach Full Performance Level: Fully Successful performance at the FSN-9 level may be achieved in one year. However, this will not necessarily indicate that the Specialist has demonstrated all of the Job Knowledge or Skills and Abilities necessary to be placed at the FSN-10 level.